



# CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR - PLATA)

## RECEIVER'S MEDICAL EXECUTIVE (SAFETY)

SA10/8239 – Exam Code: 8PB46

### OPEN – STATEWIDE Continuous Testing

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

<b>EXAMINATION BASE</b>	<b>OPEN-STATEWIDE FOR:</b>  <b>CALIFORNIA PRISON HEALTH CARE SERVICES (PLATA)</b> California Department of Corrections and Rehabilitation
<b>WHO SHOULD APPLY</b>	Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation examination, you may not retest for six months.
<b>HOW TO APPLY</b>	<p>The application and Training and Experience Evaluation is available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Evaluation. The application form for Receiver's Medical Executive (Safety) is contained within the Internet process therefore a standard state application is not necessary.</p> <p>If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA also has Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705. If you are not familiar with the Internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to the following on line instructions: <a href="http://www.spb.ca.gov/employment/exam_start.htm">http://www.spb.ca.gov/employment/exam_start.htm</a></p> <p>Please note that the Internet system will be unavailable on Tuesday between 7:00 a.m. and 1:00 p.m., Pacific standard time, for processing and maintenance. <b>Do not</b> begin the application process on the Internet during this time as your record will <b>not</b> be processed. It takes approximately one hour to complete the application, and the Training and Experience Evaluation, on the Internet. If you begin the examination before 7:00 a.m. on Tuesday, be sure to allow sufficient time to complete the process.</p>
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-800-735-2929, for voice phones: 1-800-735-2922.
<b>SALARY</b>	<b>As of July 1, 2008:                \$20,000 - \$34,340</b>  <b>(3 assignment levels)</b> <b>Institutional, Regional, Statewide</b>

(CONTINUED ON REVERSE SIDE)

<b>BENEFITS</b>	<ul style="list-style-type: none"><li>• Deferred Compensation Plans (Savings pool, 401(k), and 457 plans)</li><li>• \$100 Monthly Bilingual Differential Pay</li><li>• 75% Reimbursement of Van Pool, \$65 maximum per month</li><li>• 75% Reimbursement of Public Transit Passes, \$65 maximum per month</li><li>• Flexible work hours (management discretion)</li><li>• Pre-tax parking (where applicable)</li><li>• Fourteen (14) paid holidays</li><li>• Generous paid vacation/sick leave or annual leave</li><li>• Jury duty/military/bereavement</li><li>• Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)</li><li>• Pre-retirement death benefit</li><li>• Dependent Care Program</li><li>• Long Term Insurance (CalPERS)</li><li>• Home Loan Program (CalPERS)</li><li>• Legal Services</li><li>• Employee Assistance Program</li><li>• California Public Employees' Safety Retirement System (Exempt from paying into federal Social Security System)</li><li>• Reimbursement of License Renewal Fees (Actual Cost)</li><li>• Up to 32 hours of paid time off during a two-year period to attend continuing education classes/units to maintain license.</li><li>• Educational funding may be available through the following programs (Contact a Health Care recruiter for additional information.):<ol style="list-style-type: none"><li>1. Federal Loan Repayment Program, administered by the National Health Services Corporation offered at selection institutions</li><li>2. Health Professions Education foundation Scholarship and Loan Repayment offered at selection institutions.</li></ol></li></ul>
<b>POSITION DESCRIPTIONS</b>	<p><u>Institution Chief of Medical Services</u></p> <p>Positions assigned to this level are the highest ranking medical manager within a Department of Corrections and Rehabilitation adult institution. Incumbents report directly to the institution healthcare Chief Executive Officer (aka Health Care Manager) and receive functional supervision from the Regional Director of Medical Services insofar as it pertains to standards of medical practice, optimal medical work processes, and achievement thereof. Incumbents direct all provider activity within the institution and ensures compassionate, safe, effective, timely, efficient, and equitable patient-centered care in conjunction with other health care discipline managers, and in coordination with custody; develop and maintain a competent provider team to deliver evidence-based, patient-centered care; and develop and implement clear and realistic performance expectations, issue letters of instruction and counseling memoranda, effectively recommend formal disciplinary action to the institution Chief Executive Officer, and upon delegation from the Chief Executive Officer, take disciplinary action.</p> <p><u>Regional Chief of Medical Services</u></p> <p>Under the direct supervision of the Regional Health Care Program Administrator and the functional supervision of the Statewide Chief of Medical Services, coordinates all medical services within a region spanning multiple institutions within the California Department of Corrections and Rehabilitation adult institutions, and ensures that medical practices comply with appropriate professional standards; ensures institutions within the region have implemented an effective system that certifies competence to perform provider duties, including primary care and urgent/emergency care; supervises providers assigned to Regional Offices for purposes of quality monitoring and improvement, program development, and program implementation; functionally supervises the Institution Chiefs of Medical Services within the region insofar as it pertains to standards of medical practice, optimal medical work processes, and achievement thereof; participates in the selection of the Institution Chiefs of Medical Services and effectively recommends the appointment of candidates to institution healthcare Chief Executive Officers; develops and monitors provider performance expectations; performs competency assessments; mentors and coaches provider personnel throughout the region; and assists in evaluating provider staff and effectively recommends corrective and adverse action to Institution Chiefs of Medical Services, institution Chief Executive Officers, and Regional Healthcare Program Administrators (aka Regional Administrators).</p> <p style="text-align: center;"><b>(CONTINUED ON NEXT PAGE)</b></p>

<b>POSITION DESCRIPTIONS (CONTINUED)</b>	<p><u>Statewide Chief of Medical Services</u></p> <p>Under the direct supervision of the federal court Receiver (or designee), coordinates all medical services on a statewide basis within the California Department of Corrections and Rehabilitation adult institutions; ensures that medical practices comply with appropriate standards to deliver evidence-based, patient-centered care; ensures institutions statewide have implemented an effective system that certifies competence to perform provider duties, including primary care and urgent/emergency care; functionally supervises the Regional Chiefs of Medical Services insofar as it pertains to standards of medical practice, optimal medical work processes, and achievement thereof; participates in the selection of the Institution and Regional Chiefs of Medical Services and effectively recommends the appointment of candidates to institution healthcare Chief Executive Officers and Regional Healthcare Program Administrators; develops and monitors provider performance expectations; performs competency assessments; mentors and coaches provider personnel throughout the state; and assists in evaluating provider staff and effectively recommends corrective and adverse action to Institution and Regional Chiefs of Medical Services, Institution Chief Executive Officers, and Regional Healthcare Program Administrators.</p>
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<p><b>NOTE:</b> All applicants must meet the education and/or experience requirements for this examination at the time of filing.</p>
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION (CONTINUED)</b>	<p>Possession of a current and unencumbered license as a physician in California and Board certification recognized by the American Board of Medical Specialties. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) <b>And</b></p> <p>Five years of clinical experience in a comprehensive medical setting, at least two years of which must have been over a defined medical program with full authority to hire, evaluate, conduct quality reviews, and have a responsibility for practical practice development and discipline.</p>
<b>ADDITIONAL DESIRABLE QUALIFICATIONS</b>	<p>Clinical experience in a correctional facility, and experience in health care system and program design and development.</p>
<b>TRAINING AND EXPERIENCE EVALUATION</b>	<p>The examination will consist of a Training and Experience Evaluation weighted at 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p> <p style="text-align: center;"><b>TRAINING AND EXPERIENCE EVALUATION – WEIGHTED 100%</b></p> <p><b>Required Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Professional/technical expertise</li> <li>• Customer and patient focus</li> <li>• Teamwork</li> <li>• Valuing diversity</li> <li>• Managing performance</li> <li>• Leadership</li> <li>• Planning and organizing</li> <li>• Organizational savvy</li> <li>• Process improvement</li> <li>• Developing others</li> <li>• Managing change</li> <li>• Strategic view</li> <li>• Assessing talent</li> <li>• Relationship building</li> <li>• Negotiating</li> <li>• Handling Conflict</li> <li>• Oral Communication</li> </ul> <p style="text-align: right;"><b>(CONTINUED ON REVERSE SIDE)</b></p>

<b>TRAINING AND EXPERIENCE EVALUATION (CONTINUED)</b>	<p><b><u>Special Personal Characteristics:</u></b></p> <p>Incumbents must possess the willingness to work in a correctional facility; possess a sympathetic and objective understanding regarding the problems of inmate-patients; and be tactful and patient.</p> <p><b><u>Special Physical Characteristics:</u></b></p> <p>Incumbents must possess and maintain sufficient strength, agility and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates or the public.</p>
<b>ELIGIBLE LIST INFORMATION</b>	An open merged eligible list will be established for California Prison Health Care Services (Plata.) The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after six months.
<b>VETERANS POINTS/CAREER CREDITS</b>	Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.
<b>QUESTIONS</b>	<p>If you have any questions concerning this announcement, please contact:</p> <p style="text-align: center;">State Personnel Board 801 Capitol Mall Sacramento, CA 95814 (916) 653-1502, TTY (916) 654-6336 California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)</p> <p>TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.</p>

### GENERAL INFORMATION

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board/California Prison Health Care Services (Plata)** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination regardless of date, must be used in the following order:

- 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional;
- 5) departmental open; and 6) open.

When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Veterans Preference:** California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open entrance examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

### ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

State Personnel Board  
801 Capitol Mall  
Sacramento, CA 95814  
(916) 653-1502, TTY (916) 654-6336